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PROJECT OUTLINE

17 August 1956

Date

Subject: Proposed expansion of CIA Records Center

Sub-Project Cryptonym or Identification: NA

Amendment No. NA

Originating Organization: Management Staff

a. Chief, Management Staff: [REDACTED] 25X1A9a

b. Chief, Records Management Staff: [REDACTED] 25X1A9a

Target Area: NA

Type of Project: Administrative and Departmental only

Financial Mechanism: Use of unvouchered funds by [REDACTED] 25X1C4e
[REDACTED] as 25X1A6a
contracting officer.

Funds Requested: \$118,229 Fiscal Year 1957 - Unvouchered

Current Status: Present Records Center was constructed after
approval of Project Review Committee and has
been operative during past fiscal year.

Proposed expansion of the Center has been
approved in principle by the Deputy Director,
Support.

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1. OBJECTIVE: To provide an additional 30,000 sq. ft. of storage space by April 1957 at the Agency Records Center [REDACTED].

25X1A6a

2. ORIGIN AND POLICY GUIDANCE

- a. Origin. Project Outline for construction of a CIA Records Center (ER5-1817) dated 25 Jan. 1954 and approved by DCI 24 March 1954
- b. Whence proposed. In Headquarters.

3. SITUATION:

- a. The project outline approved by the Director on 24 March 1954 provided for 21,290 square feet of storage space and authorized the expenditure of \$405,000 for construction work and the preparation of plans and specifications. Included in this project outline as approved was the anticipated need for expansion within 5 years and an eventual need for a Records Center containing a total of 60 to 70 thousand sq. ft. of floor space.
- b. The construction of the Records Center was completed in April 1955 at a total cost of \$245,675.07 and was occupied on 20 April 1955. This building provides 21,290 square feet of overall space of which 17,812 square feet is for the storage of records.
- c. During the past year of occupancy the rate at which inactive records have been and are being received is more than twice the anticipated intake. The new increase in storage requirements, taking into consideration the destruction program, indicates that the existing building space available for storage of additional records will be exhausted by April 1957. (Appendix A)
- d. Funds have been approved in the amount of \$18,000 and a contract negotiated with an Architect and Engineering firm for plans and specifications. Expansion of the Center has been approved in principle by the Deputy Director, Support. (Appendix B).

4. PROPOSAL: To construct and equip an addition to the Records Center [REDACTED], consisting of approximately 30,000 sq. ft. of floor area at an estimated cost of \$448,229. (See appendix C)

25X1A6a

5. OPERATIONAL OUTLINE: NA

- a. Sub proposals or "tasks." NA
- b. Key personnel. NA
- c. Indigenous groups and/or leaders. NA
- d. Target groups. NA

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5. OPERATIONAL OUTLINE: CONTD

f. Graphic illustrations. NA

6. SECURITY:

25X1C

b. Knowledgeability. NA
c. Operational security. NA
d. Risks. NA
e. Personnel disposal. NA
f. Disaster Plan. NA

7. COORDINATION:

a. Relation to other projects. The operation of an Agency Records Center [REDACTED] is directly tied to the CIA Emergency Plan as well as the storage of vital documents which are now located [REDACTED] 25X1A6a
b. Significance within over-all program in area. NA 25X1A6d
c. Extent of coordination. NA

8. CONTROL:

a. Nature of. The technical supervision of this facility rests with the Management Staff because it is an integral part of the Agency's Records Management Program which must, of necessity come under the direction of the headquarters personnel supervising that program. [REDACTED] 25X1C4e

25X1A6a

[REDACTED] is responsible for the general administration of the Records Center. [REDACTED]

25X1C4e

25X1A6a

[REDACTED] will be delegated authority to act as the overt contracting officer in connection with the award and administration of the construction contract. The technical supervision, award and administration will be performed under the overall supervision of the Real Estate and Construction Division, Office of Logistics. This division will assign a resident engineer to the field to supervise the construction contract.

b. Administrative plan. Not required.

c. Reports. Internal administrative reports will be required on volume of records on hand, received, destroyed and number of reference services.

9. BUDGET DATA:

a. Total overall CIA funds required for Fiscal Year 1957:

\$148,229 of unvouchered funds.

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9. BUDGET DATA: CONT'D

25X1A6a b. Availability of CIA Funds required. This item was specifically budgeted for by [REDACTED] in their proposed 1953 budget. As noted under 3c above the availability of storage space is decreasing at a rate that necessitates requesting allocation of funds in this fiscal year.

c. Non CIA Funds. NA

d. Foreign Currency. NA 25X1A6a

25X1A6a e. Funding. To be made available to [REDACTED], to be accounted for in accordance with established financial accounting system for [REDACTED] 25X1A6d

f. Financial history. Cost of personnel services for operation of the Records Center amounted to \$5,722 in fiscal year 1945 and \$4,009 in fiscal year 1946.

g. Future requirements: It is anticipated that the proposed expansion will provide adequate storage for approximately 10 years. It is estimated that the Agency will ultimately require a Records Center of from 60,000 - 70,000 sq. ft. (Appendix A).

10. SUPPORT DATA:

25X1A6d a. Total CIA personnel: Administrative support for this facility at [REDACTED] is available. (See concurrence of [REDACTED].) Real Estate and Construction Division, Office of Logistics, has available a capable Engineer who will be assigned Resident Engineer in charge of construction.

b. Material. NA

c. Communications. NA

d. Other CIA support. NA

e. Support required from other United States agencies. NA

11. GENERAL CONSIDERATIONS:

a. Current status. Records are being received in the Center at a rate that will exhaust available storage space by April 1957.

b. Commitments. The Records Center is committed to supporting the Records Management Program of the Agency by receiving, storing, servicing and preserving or destroying inactive records from all organizational elements. Recently developed requirements in the DD/P and DD/I areas have contributed to the present increased rate of growth.

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11. GENERAL CONSIDERATIONS: CONTD

- c. Effectiveness. As of 30 June 1956 the Center had on hand 27,903 cubic feet of office records and finished intelligence materials. This would require for office storage 3488 safe-type cabinets valued at \$1,095,232. When filled in April 1957 it will contain 40,000 cubic feet of records which would be equivalent to the volume of 5000 safe cabinets costing \$1,570,000.
- d. Anticipated results. The proposed addition to the Records Center of 30,000 square feet will house approximately 60,000 cubic feet of records. The ratio of 2 cubic feet of records for each square foot of available floor space meets the minimum standards established by the General Services Administration in the operation of 10 Federal Records Centers. 60,000 cubic feet of records is equivalent to the volume of 7500, 4 drawer, legal size safe cabinets valued at \$2,355,000.
- e. Evaluation. The effectiveness of this project after construction could be evaluated by the cubic feet of records received into the Records Center and the number of filing cabinets and amount of office space released for other purposes.
- f. Policy questions. The only question of policy is approval of funds for construction. The proposed construction is necessary to maintain compliance with the Federal Records Act (Public Law 754) and provide adequate protection for the Agency's records.

The resulting economies sufficiently justify the use of these funds.
- g. Congress. The Agency should be able to indicate to Congress its compliance with the Federal Records Act (Public Law 754). Security-cleared representatives of the General Services Administration responsible for the government-wide records program are in constant touch with us in regard to the development of CIA's Records Management Program.
- h.. Extra-Agency action. NA
- i. Proprietary companies. NA
- j. Special considerations. NA
- k. Liquidations. NA

RECORDS CENTER CAPACITY REQUIREMENTS

1. With the addition of 30,000 sq. ft. of space, total capacity of the Center will be 100,000 cubic feet. At the present rate of intake and net growth of Center holdings this space should be adequate for approximately 10 years.
2. On 30 June 1956 the Records Center had on hand 27,903 cu.ft. of material which is 65% of its total capacity. These records were received from almost every office and are distributed by volume among major components as follows: DCI 22 cu.ft., DD/S 5906 cu.ft., DD/P 5004 cu.ft., DD/I 16,971 cu.ft. (includes 11,247 cu.ft. of finished intelligence material.)
3. The Center received material during the period 1 January through 30 June 1956 at the rate of 61 cubic feet per working day. This is more than double the experience of the previous two years. This experience and recently developed requirements in the DD/P and DD/I areas indicate that the present rate of growth will continue during 1956. At this rate it is estimated that the present Records Center space will be exhausted by about 1 April 1957.
4. The destruction of records held by the Center is increasing gradually each year but this will not offset the increased rate of receipt. Material going to the Center is responsive to a records control schedule developed by the Records Management Staff and the office concerned. These schedules show retirement dates (to the Center) and destruction dates: This fiscal year over 2200 cubic feet of material was either destroyed at the Center or returned to offices concerned for screening and destruction.
5. It is estimated that the Agency has 110,000 cubic feet of records in active files. Records control schedules covering 70,556 cubic feet (65%) of material have been prepared. Of this amount 19.5% will be retained permanently and 80.5% kept from one to 75 years. About 47% of the temporary records fall within the 5 to 15 year retention period. Consequently no appreciable increase in rate of destruction will occur for some time.
6. Since a certain per cent of all records created must be retained permanently by the Records Center as the Agency Archives, the total holdings of the Center over the years will always be increasing. This rate of increase may vary, and it could occur that during a particular year a balance would be struck between records received and records destroyed. However, by the very nature of the operation no permanent stabilization of available storage space can be achieved.